FY 2006 to FY 2007 Reimbursable Carryover Timeline

Automated Carryover for WIP Projects

- ✦ August/September, 2006
    - ➢ NOAA Budget Execution (BEX) requests estimated reimbursable carryover and anticipated reimbursements by project and agreement from LOs
    - ➢ LOs submit requested data

- ✦ October 2 – 3, 2006
    - ➢ Finance, Accounting Operations Division, Reimbursable Group (AOD) runs automated carryover process
    - ➢ Finance, Financial System Division, Reimbursable Team (FSD) distributes results to LOs for review and posts to web
        - » RADG114 report or similar spreadsheet
    - ➢ Finance (FSD) prepares and distributes carryover spreadsheet to NOAA Budget

- ✦ October 4 – 11, 2006
    - ➢ NOAA Budget records allotments based on October 2 carryover results
        - » Will record amounts at 100%
        - » Should reduce allotment issue related to prior year charges

- ✦ October 10, 16, & 23, 2006
    - ➢ Finance (AOD) runs automated carryover process again
    - ➢ Finance distributes results to LOs for review and posts to web
        - » RADG114 report or similar spreadsheet

- ✦ October 3 – 25, 2006
    - ➢ LOs review and analyze results of carryover reports
    - ➢ LOs work with Finance (AOD) and NOAA Budget to resolve agreement and UCO issues

    - ➢ *Examples of Issues and Resolutions:*
        - » *If LO obtains a No Cost Time Extention (NCTE)*
            - ✦ *User updates RADG002 POP end date and applies to UCO*
            - ✦ *LO sends Allotment/UCO Request form and other related documentation to AOD to review and file*
        - » *If LO discovers a UCO data entry error*
            - ✦ *LO contacts NOAA Budget to correct the UCO error*
        - » *If LO discovers a modification or UCO to be recorded*
            - ✦ *LO updates RADG002 if necessary*
            - ✦ *LO sends Allotment/UCO Request form and other related documentation to AOD for review*

✦ *AOD reviews and approves change*
✦ *LO forwards Allotment/UCO Request form to BEX*
✦ *BEX records UCO transaction*

✦ October 26, 2006
  ➢ Finance (AOD) runs October WIP Billing Process

✦ November 1, 2006
  ➢ Finance (AOD) runs final automated carryover process and posts approved results

✦ November 2 – 9, 2006
  ➢ Finance (FSD) analyzes results of posted carryover
    » Compares results of initial (Oct 2) to final (Nov 1) carryover
    » Considers prior year cost amounts
  ➢ Finance (FSD) prepares final WIP carryover spreadsheets

✦ November 13, 2006
  ➢ Finance (FSD) sends final WIP carryover spreadsheets to BEX and LOs

✦ *Automated process calculates carryover by agreement and order as follows:*
  ➢ *Orders are recorded by FCFY*

  Total Unfilled Customer Order Amount
  - *Billed Amount*
  - *Unreleased Cost (allocated/not yet billed)*
  - *Unliquidated Obligations (UDOs)*
  - *Unallocated Cost (accrued/not yet billed)*
  = *Order Balance Available for Carryover*

✦ *Advance carryover amounts are calculated the same as orders, using the cumulative advance amount as the starting point*

✦ *Agreements with expired period of performance end dates are ineligible for carryover*

Carryover/Funding for RSFF Projects

A. RSFF Carryover for Advance Projects:

✦ During Year End Closing
  ➢ Finance (FSD) runs cash carryover query for advance funds and provides results to AOD

- ✦ October, 2006
  - ➢ Finance (AOD) identifies expiration dates for projects with agreements
    - » Expired agreements are ineligible for carryover
  - ➢ Finance (FSD) finalizes carryover spreadsheet for RSFF advance funds and forwards to AOD, FRD, and NOAA Budget
  - ➢ NOAA Budget modifies carryover spreadsheet to include anticipated reimbursements and allotment break down by FMC and quarter, and forwards to LOs for completion
  - ➢ NOAA Budget records allotments
  - ➢ Finance, Financial Reporting Division (FRD) records UCO transactions via journal voucher
  - ➢ AOD moves available cash balances to FY 2007

- ✦ RSFF projects will not be included in weekly collections query used by BEX to adjust allotments

B. RSFF Carryover for Non-Advance Projects without Formal Agreements:

- ✦ Non-advance RSFF projects without formal agreements do not have carryover authority

- ✦ October, 2006
  - ➢ LOs submit FY 2007 anticipated reimbursements for RSFF non-advance projects on spreadsheet provided by BEX, along with advance projects

- ✦ BEX records FY 2007 allotments by project based on LO anticipated reimbursements

C. RSFF Carryover for Non-Advance Projects with Formal Agreements:

- ✦ October, 2006
  - ➢ LOs submits Allotment/UCO Request forms and Carryover Certification forms to Finance (AOD) for RSFF projects with formal agreements and specific periods of performance
  - ➢ Identify purpose of request in remarks section, i.e., carryover request

- ✦ November, 2006
  - ➢ AOD reviews carryover submissions and notifies LOs of final carryover calculations
  - ➢ LOs send Allotment/UCO Request forms to BEX for final carryover
  - ➢ BEX records carryover allotments